


SECRET**SUMMARY OF SEMIANNUAL PROGRESS REPORT ON 1962**

- A. Major Surveys Completed** ✓
1. Special Clearance Center Index.
 2. Case Processing Report System.
 3. Case Processing Forms Survey.
 4. DDS Mail Questionnaire.
 5. Copy Machine Survey.
- B. Record Creation Controlled** ✓
1. Controlled 97 actions on (Security) Forms.
 2. Transferred responsibility on 3 forms saving \$2,500 in budgeting.
 3. Assisted 11 Security offices on special forms problems.
 4. Briefed 16 professionals on designing forms.
- C. Files Maintenance Service**
1. Equipment
 - a. Evaluated requests for 19 safes, 3 cabinets and other items.
 - b. Assisted 5 Security offices locate and test better equipment.
 2. Filing Systems
 - a. Briefed personnel on filing systems.
 - b. Reviewed and commented on 3 major system proposals.
- D. Records Disposal**
1. Inactive Files
 - a. Sent 216 feet of files to Center emptying \$2,000 worth of equipment.
 - b. Briefed 8 offices on Record storage and retrieval.
 - c. Revised and updated record schedule for two offices.
 2. Vital Records
 - a. Reported on Vital Records during Cuban Crisis.
 - b. Submitted two recommendations to improve Vital Records.
 - c. Currently updating SRD Vital Record Schedule.
- E. Other Actions**
1. Continuing graduate study and professional meetings.
 2. Received briefings on Agency and Other Management developments.
- F. Future**
1. Since August 1961, I've worked to improve Security Records work in the areas of Disposal and Forms.
 2. This year I shall continue those but concentrate on updating Records Control Schedules and training personnel in filing systems and techniques. By this summer, I hope to be organized enough to do more serious Surveys of records problems.

SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Officer Office of Security		
2			
3			
4	CIA Records Administration Office Room 604 - 1016 16 th St NW.		
5	File - [illegible]		
6	Hazel Paul - [illegible]		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>As Records Officer I operate in these four areas to control and improve paperwork in the Office of Security:</p> <ol style="list-style-type: none"> 1. Surveys 2. Records Creation 3. Files Maintenance 4. Records Disposal <p>Attached is my six-month progress report. This and my July report for FY-62 list my completed efforts to date.</p>			
HERE TO RETURN TO SENDER			
ADDRESS AND PHONE NO.		DATE	
4-E-42, [illegible]		1/18/63	
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Room 604

1016 164 St.